



King County
Department of Development and
Environmental Services

900 Oakesdale Avenue Southwest
 Renton, Washington 98057-5212

206-296-6600 TTY 206-296-7217

BOUNDARY LINE ADJUSTMENT APPLICATION

For alternate formats, call 206-296-6600.

The purpose of a Boundary Line Adjustment is to accommodate a transfer of land between adjacent separate lots in order to correct property line or setback encroachments, create better lot design, or improve access without creating substandard lots or setbacks. Boundary line adjustments do not create additional lots or building sites.

Adjustment requests will be reviewed for compliance with the zoning, subdivision, health, shoreline, fire and building codes.

In order to regulate implementation of the approved boundary line adjustments, the Land Use Services Division will require that the proposed adjustment be prepared by a land surveyor, licensed in the State of Washington. The site plan shall be prepared in accordance with the provisions of the Washington Administrative Code (WAC 332-130-050). The site plan page format will be provided by the Land Use Services Division through the Internet at the following Web address, and this and other Department of Development and Environmental Services (DDES) forms and information are accessible via the DDES Web site at www.kingcounty.gov/permits:

www.metrokc.gov/ddes/lusd/cad.htm

The final document will be recorded by the division.

THE FOLLOWING INFORMATION IS **REQUIRED** TO PROCESS AND REVIEW YOUR BOUNDARY LINE ADJUSTMENT.

☐ **INCLUDE SIX (6) COPIES OF THE EXISTING/PROPOSED LOT MAP OR SITE PLAN**

Site Plan Page (drawn to a standard engineering scale with a north arrow & including the following):

- A. Dashed for existing lines that are being adjusted and solid for proposed new lines.
- B. Bearings and distances of all existing and proposed lot lines.
- C. Adjacent street names and locations.
- D. Show existing or proposed easements/restrictions (include documentation).
- E. Existing structures and distances to property lines.
- F. Existing wells, septic tanks and/or drainfields; and distances to property lines.
- G. Identify parcels as Lot A, Lot B, etc., so they match legal descriptions.
- H. Approximate lot area and dimensions of all existing and proposed lots.
- I. If the property is within the jurisdiction of the Shoreline Management Act, the map page should also include:
 - Location of water body and Ordinary High Water Mark (OHWM). On rivers and streams, indicate top of bank (OHWM), floodway, and 100-year floodplain.
 - Location of any improvements (bulkheads, docks, etc.).
 - Shoreline Environmental Designation, i.e., Urban, Rural, Conservancy or Natural.

In addition, one copy of the following supporting documentation:

☐ **Certificate of Applicant Status form**

☐ **Affidavit Concerning Critical Areas Compliance**

☐ **Application for Land Use Permit(s)**

☐ **Evidence of Legal Status of a Lot:**

The date of segregation is the date that each lot was created. If the lot was individually created prior to October 1, 1972, acceptable documentation is limited to a real estate conveyance document dated prior to this date. If the lot was created on or after October 1, 1972, acceptable documentation may include, but not be limited to, a copy of the approved plat or short plat or evidence of subdivision exemption. For more detailed information regarding the legal status of a lot refer to King County Code (K.C.C.) 19A.08.070. For lots created in violation of the K.C.C. subdivision code, refer to K.C.C. 19A.08.090.

☐ **Owner Information**

Fill in the owner information (pages 3 and 4 of this application) completely.

☐ **Acknowledgment Page**

Include notarized signatures of all affected lot owners and other persons or companies shown with an ownership interest. (Use either Individual or Corporation forms below.)

☐ **Legal Descriptions**

Show the legal descriptions of all existing lots. New legal descriptions are optional.

☐ **Other Applicable Permits**

Submit a copy of the application and site plan of any permit applied for in conjunction with this application.

☐ **Health Department Approval OR**

☐ Copies of current sewer and water bills for all parcels attached AND/OR

☐ Copy of current water and sewer availability certificates from the appropriate public water and sewer districts for all vacant lots AND/OR

☐ All parcels are becoming larger in size (i.e., three lots into two lots), and lot lines are not otherwise moved so as to potentially affect existing on-site sewage or water facilities AND/OR

☐ Vacant parcels where all the resulting parcels will be a minimum of five acres in size.

☐ **All adjusted lots** must meet the requirements of K.C.C 21A for lot area and width, and for areas and width of a building site (attach back-up calculations).

☐ **King County Assessor's map** (full size and legible) with subject properties highlighted in color.

☐ **Title Insurance Certificates** for each lot involved. An update will be required prior to recording, current to within 30 days.

☐ **Payment of applicable review fees.** Fee estimates developed from the most current revisions to King County Code are available via the DDES Web site at www.kingcounty.gov/permits. Please make checks payable to King County Office of Finance.

**To schedule an appointment to submit an application,
please call 206-296-6797.**

**King County****RETURN TO:**

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BOUNDARY LINE ADJUSTMENT: OWNER INFORMATION

FILE NO.: _____

Lot A Print or type:

Owner's Name(s) _____

Address _____

City _____ Zip _____ Phone _____

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

See Attached Acknowledgments

Lot B Print or type:

Owner's Name(s) _____

Address _____

City _____ Zip _____ Phone _____

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

See Attached Acknowledgments

☐ CHECK HERE FOR ADDITIONAL LOT OWNERS ON FOLLOWING PAGE

Agent/Contact Person _____ Phone _____ - -

Address _____ Phone _____ - -

City _____ Zip _____

	Tax Lot #				Source of Water			Sewage Disposal	
Lot A									
Lot B									
1/4 Sec	1/4 Sec	Sec	Tw	Rg	Do Not Complete	Kroll Pg	Zoning	Related File	

BOUNDARY LINE ADJUSTMENT: OWNER INFORMATION *continued*

FILE NO.: _____

Lot C

Print or type:

Owner's Name(s) _____

Address _____

City _____ Zip _____ Phone _____

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

See Attached Acknowledgments

Lot D

Print or type:

Owner's Name(s) _____

Address _____

City _____ Zip _____ Phone _____

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

See Attached Acknowledgments

Lot E

Print or type:

Owner's Name(s) _____

Address _____

City _____ Zip _____ Phone _____

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

See Attached Acknowledgments

Lot F

Print or type:

Owner's Name(s) _____

Address _____

City _____ Zip _____ Phone _____

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

See Attached Acknowledgments

	Tax Lot #	Source of Water	Sewage Disposal
Lot C			
Lot D			
Lot E			
Lot F			



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**BOUNDARY LINE ADJUSTMENT: ACKNOWLEDGMENTS
(Individual)**

Individual:

STATE OF WASHINGTON)
) SS
COUNTY OF KING)

On this day personally appeared before me _____ ,
to me known to be the individual(s) described in and who executed the within and foregoing instrument, and
acknowledged that he/she signed the same as his/her free and voluntary act and deed, for the uses and
purposes therein mentioned.

GIVEN under my hand and official seal this _____ day of _____ , 20 _____ .

signature
Notary Public in and for the State of Washington.
My commission expires _____ .

Individual

STATE OF WASHINGTON)
) SS
COUNTY OF KING)

On this day personally appeared before me _____ ,
to me known to be the individual(s) described in and who executed the within and foregoing instrument, and
acknowledged that he/she signed the same as his/her free and voluntary act and deed, for the uses and
purposes therein mentioned.

GIVEN under my hand and official seal this _____ day of _____ , 20 _____ .

signature
Notary Public in and for the State of Washington.
My commission expires _____ .

Note: Please use additional sheets as necessary.

File No. _____



King County

RETURN TO:

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**BOUNDARY LINE ADJUSTMENT: ACKNOWLEDGMENTS
(Corporation)**

Corporation:

STATE OF WASHINGTON)
) SS
COUNTY OF KING)

On this day personally appeared before me _____ ,
to me known to be the _____ , of

the corporation described in the foregoing instrument, and acknowledged the said instrument to be the free
and voluntary act and deed of said corporation for the uses and purposes therein mentioned, and on oath
stated that he/she was authorized to execute the said instrument on behalf of the corporation.

GIVEN under my hand and official seal this _____ day of _____ , 20 _____ .

signature

Notary Public in and for the State of Washington.

My commission expires _____ .

Corporation:

STATE OF WASHINGTON)
) SS
COUNTY OF KING)

On this day personally appeared before me _____ ,
to me known to be the _____ , of

the corporation described in the foregoing instrument, and acknowledged the said instrument to be the free
and voluntary act and deed of said corporation for the uses and purposes therein mentioned, and on oath
stated that he/she was authorized to execute the said instrument on behalf of the corporation.

GIVEN under my hand and official seal this _____ day of _____ , 20 _____ .

signature

Notary Public in and for the State of Washington.

My commission expires _____ .

Note: Please use additional sheets as necessary.

File No. _____

Check out the DDES Web site at www.kingcounty.gov/permits